

UNCLASSIFIED INTERNAL
USE ONLY CONFIDENTIAL SECRET

Approved For Release 2003/04/29 : CIA RDP84-00780R000400270005-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.	DATE		
			RECEIVED	FORWARDED	OFFICER'S INITIALS
1. DD/S Executive Officer					We can comply with DIA request provided an additional courier and vehicle is made available to ISD for this purpose. Or alternately, a staff or part-time employee could be designated to use his own car or a U-Drive vehicle to make the delivery. Approximately one hour will be required for pick up of material at Headquarters Building, delivery to Arlington Hall and return to Headquarters, twice a day. The apparent discrepancy between one hour and 35 minutes via the Pentagon run is the difference between direct delivery and diversion of the Pentagon run.
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SUBJECT: (Optional)

FROM:	EXTENSION	NO.		
		DATE		
TO: (Officer designation, room number, and building)	RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	1. DD/S Executive Officer			
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(See reverse side)

0830 - 0845	Prepare and load mail for first delivery
0845 - 0900	Travel time to Pentagon (9.4 miles)
0900 - 1130	Deliver mail in Pentagon
1130 - 1145	Return travel to Headquarters
1145 - 1155	Unload and dispose of mail
1155 - 1225	Lunch
1225 - 1255	Delivery of Restricted Data which can be done only by Pentagon-run couriers who have special clearances (SI, Q, TKH)
1255 - 1310	Prepare and load mail for second delivery
1310 - 1325	Travel time to Pentagon
1325 - 1515	Deliver mail in Pentagon
1515 - 1530	Return travel to Headquarters
1530 - 1535	Unload mail
1535 - 1545	Prepare and load mail for third delivery
1545 - 1600	Travel time to Pentagon
1600 - 1645	Deliver mail in Pentagon
1645 - 1700	Return travel to Headquarters (Night shift unloads vehicle)

2. Diversion of the Pentagon run via Arlington Hall will require an additional 35 minutes for travel and delivery time. Also, mail picked up at Arlington Hall for CIA will have to be off-loaded at the Pentagon, stored and onloaded again for the return trip to Headquarters. This double handling will consume time in addition to the 35 minutes noted above.

3. The tight schedule of the present Pentagon run will not permit the inclusion of an additional delivery point such as Arlington Hall. Similarly, there are no other courier runs which will permit inclusion of Arlington Hall.

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* SUBJECT: (Optional)

FROM:		EXTENSION	NO.
Chief, Administrative Staff, OCR 2E 61, Headquarters			DATE
			16 September 1964 STAT
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Executive Officer to the Deputy Director for Support			Vernon: I discussed this with Mr. [redacted] Chief, of OCR's Document Division. He had earlier discussed the memo with [redacted] and [redacted] in the Courier Section. OCR's view is that, if the material could be delivered as requested by DIA, it would mean that the addressees would receive the material a day or so earlier. Intelligence material should obviously be delivered as soon as possible. At that time [redacted] explained that, as a result of personnel shortages, the couriers could not provide the additional services, and [redacted] accepted that view. All courier service between the Pentagon and the Agency is provided by the Agency, and we already have two trips a day to more than thirty points there. OCR feels that, while it was logical for DIA to request the change, they have no real cause for complaint if CIA can't comply.
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If we have to turn down the request, [redacted] can contact his counterpart in DIA and explain the reasons.

[redacted]

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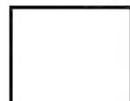
Approved For Release 2003/04/29 : CIA RDP84 00780R000400270005 6

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SUBJECT: (Optional)

FROM:		EXTENSION	NO.
Executive Officer to the Deputy Director for Support			DATE 14 September 1964 STAT
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Chief/Admin Staff/OCR 2 E 61 Headquarters	9/15		Brad: <i>Per our telecom.</i>
2.			The attached memorandum, signed by Admiral Reed, requesting a change in the delivery of certain CIA material was addressed to the DD/S but it seems to me we should take no action until a determination is made in DD/I of the need or desirability of these changes from CIA's standpoint. I had sent this memo to OCR for such determination but apparently it did not reach the right place and seems to have found its way to a courier who has made a "decision" that we are unable to furnish the desired service. It may be that we will have a problem furnishing the courier service; if so we will look into that if you consider the DIA request justified. Since we have lost some time on this memo, which is dated 26 August 1964, I will appreciate your attention to it as soon as possible.
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Att: Memo dtd 26 Aug 64 to CIA fm
C/S DIA, subj: (U) Delivery of
CIA Intelligence Materials

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EO-DD/S:VRT:maq				
12. Distribution: Orig - Adse w/O of DD/S 64-4694 ✓1 - DD/S Subject w/ccy of DD/S 64-4694				
13. 1 - DD/S Chrono				
14.				
15.				

Att: Memo dtd 26 Aug 64 to CIA fm
C/S DIA, subj: (U) Delivery of
CIA Intelligence Materials
(DD/S 64-4694)